

April 7, 2011

PERSONNEL COMMITTEE MEETING MINUTES

At 6:07 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, and Deborah Christen. Also present was Town Manager, K. Speidel. Absent was Doreen Noble.

On-going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: None.
3. Personnel Change/Hiring Notifications: Question about part-time dispatchers being paid the same rate as full-time dispatchers. After discussion, PC voted to classify part-time dispatchers the same as full-time dispatchers.
4. Review of Previous Meeting Minutes: Minutes of March 3, 2011 (Deborah 1st, William 2nd) meeting were approved.

Current Business:

1. Job Description Format Project: Chair reviewed and explained what has transpired in this process. Laura Williams will be staff support for the job description project. This project is on hold until after Annual Town Meeting (May 7, 2011).
2. Discussion on, Review of Progress and Assignments of LPC Initiatives: Change in Town's website; training on April 20th & 21st. Chair will attend this training.
3. Chair is requesting an updated employee spread sheet to cross check step increase requests for the next fiscal year. Town Manager is requesting change in step for Council on Aging Director; COA and Board of Selectmen support this request in change of initial step for COA Director.
4. Next Meeting Agenda: Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Job Description Format Discussion, Discussion on, Review of Progress & Assignments of LPC Initiatives for 2011 and Next Meeting Agenda.

The next scheduled meeting will be on March 5, 2011 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned (Deb 1st, William 2nd) at 6:43 p.m.

Respectfully submitted,



Deborah Christen, Secretary

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